

Full-Time Wyoming Army National Guard Vacancy

ARMY GUARD AREA 3 – NATIONWIDE TECHNICIAN VACANCY ANNOUNCEMENT

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

03 June 2006

ANNOUNCEMENT #: 06-114

CLOSING DATE: 10 July 2006

POSITION TITLE, SERIES AND GRADE: Telecommunications Mechanic, WG-2502-10

SALARY RANGE: \$19.83 - \$23.14 per hour

LOCATION OF POSITION: IMO, Cheyenne, Wyoming

APPOINTMENT FACTORS: Excepted Service Warrant Officer (WO) or Enlisted (ENL) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard.

MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA: After selection, must possess or be eligible for assignment to a military position in Warrant Officer (WO) MOS 250N or 251A; Enlisted (ENL) MOS 25B, 25D or 25Y. Minimum grade required is E-7. Maximum grade authorized is E-8/W-2.

Special Note: Enlisted applicants interested in becoming a Warrant Officer or current Warrant Officers must submit a Warrant Officer predetermination packet to DCSPER (Ms. Loghry) prior to the closure of this announcement, **IF:**

- You're a current Warrant Officer not qualified in the required Branch or have not previously submitted a predetermination package for this MOS.

- You're an enlisted member who has not previously submitted a predetermination package for one of the Branch listed.

The selected individual must possess proponent school approval for entry into the applicable MOS and attend mandatory training school (WOCS or OCS) prior to placement into the position.

POSITION SENSITIVITY: 2 – Non-Critical Sensitive (NCS)

AREA OF CONSIDERATION: For Nationwide Technicians: This vacancy is open to anyone eligible to join or transfer to the Wyoming Army National Guard. (see page 3 for technician application procedures).

GENERAL – Must have experience, education, and/or training which demonstrates the ability to understand, evaluate, and translate the needs of communications users into requirements; relate user requirements to existing technology, policies, priorities, costs and funding, and other supporting services required. Must be able to coordinate the actions required to provide needed services.

SPECIALIZED - Must have 18 months of specialized experience which has included:

- (1) Experience in installing, troubleshooting , repairs and maintenance on voice and non-voice communication systems;
- (2) Experience that demonstrates knowledge of telephone equipment and data circuitry equipment and installation procedures;
- (3) Experience that demonstrates knowledge of basic electrical and electronic principles as they pertain to voice and non-voice transmissions
- (4) Experience that demonstrates the ability to understand and follow such technical guidance as circuit descriptions, schematics and layout sheets.

SUBSTITUTION – A maximum of 6 months of the specialized experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 6 months of experience. The education must have been in fields directly related to the type of work of the position. Transcripts or certificates of completion must be provided in order to receive the substitution credit for specialized experience.

DUTIES AND RESPONSIBILITIES: This position is located in an information management organization. Its purpose is to repair, maintain and install telecommunications equipment and lines. This position requires military membership. Installs complicated equipment such as key and single line telephone systems (to include features such as visual and audio signaling, intercommunications, hold, exclusion), private branch automatic exchanges (PBAX), special tape recorder equipment, executive loudspeaker and amplifier

conference telephones, fire and special alarm circuits, secretarial answering turrets, and cordless switchboards. Installs and tests office automation systems and remote terminal equipment to include telephone lines, interior network cables, communications boards, controllers, printers, disk drives, modems and other peripheral devices. Surveys proposed installation site to determine proper system layout and checks for location and type of electrical service. Prepares and submits requests for installation and/or relocation of electrical service as required. Interprets work orders to determine tools, equipment, and materials required; and coordinates actions with users, test board and/or repairman, and other installers. Replaces equipment using electrician's tools, installer's test sets for line test, speed test, electronic tube tester and ohmmeter. Installs analog and digital telephone instruments and equipment such as ringers, cords, plugs, jacks, transmitters, condenser induction coils, fuses and multiple switch keys. Strings wire/cable to buildings. Tests lines for continuity, clarity and volume. Conducts transmission, foreign noise, cross talk and dial speed tests. Installs protectors, extension bells, buzzer systems, and instruments; places floor molding and conduits. Climbs poles and installs drop lines. May oversee vendor Equipment Supply/Repair Technician and Line Installation/Repair Technician in accomplishing their assigned responsibilities. Performs other duties as assigned.

NOMINATING OFFICIAL: CPT Bruce Hays, Supervisory Information Technology Specialist

WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:

2d Lt. Jamie Tschacher at (307) 772-5205, DSN 388-5205, or E-Mail james.tschacher@wy.ngb.army.mil

PRE-EMPLOYMENT INQUIRY: An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

SUBMIT YOUR APPLICATION TO: Human Resources Office
Attn: Technician Staffing
5500 Bishop Boulevard
Cheyenne, WY 82009-3320

INSTRUCTIONS FOR APPLYING: All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5205, DSN 388-5205, or E-Mail james.tschacher@wy.ngb.army.mil for any additional information or clarification that you may need in reference to this procedure.

FOR AGENCY USE ONLY: CPCN – 90012E00-264568 Paragraph #: 1224 Line #: 159